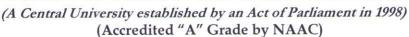
मोलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी رويونيورس नोलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी

MAULANA AZAD NATIONAL URDU UNIVERSITY





सं./No. MANUU/Admn /F.110/2020-21/ 10 भभ

दिनांक. 22.10. 2020

OFFICE ORDER / कार्यालय आदेश

Sub/ विषय: MANUU- Constitution of Committee for Procurement of fixed Assets under the UGC Allocation under Capital Assets for the Year 2020-21-Office Order -Regd.

Ref./ संदर्भ: Vice- Chancellor's I/c approval dated: 19.10.2020.

The Competent authority is pleased to constitute a Committee for Procurement and judicious usage of Capital Assets under the respective Head of fixed Assets of the UGC Allocation for the Year 2020- 21 comprising of the following members.

| Sl.No. | Composition | Member |
|--------|---------------------------------------|-----------------|
| 1. | Finance Officer | Chairperson |
| 2. | Dy. Dean (Planning & Development) | Member |
| 3. | Executive Engineer | Member |
| 4. | Asst. Registrar (Purchase and Stores) | Member |
| 5. | Asst. Registrar (B&A) | Member/Convenor |

Terms of Reference:

- a. To ascertain the requirement under each head from Schools/Centers/Satellite Campuses and to prioritise the requirements. Keeping in view of the Vision Mission and objectives of the University.
- b. Consult the Librarian for books and journals
- Consult the Dean School of Technology, Director CIT and Controller of Examinations for ICT enabled services.

The Committee shall submit detailed Roadmap for procurement of above assets within 2 weeks so that the above grants can be utilized judiciously and submit the Utilization Certificate and Statement of Expenditure thereof timely to UGC.

Registrar I/c प्रभारी कुलसचिव

Copy to/ प्रतिलिपि:

The Chairman and all the Committee Members (Task Force for COVID-19 pandemic) Copy to:

- 1. Offices of Vice-Chancellor / Registrar /FO
- 2. Director, CIT for uploading on University Website
- 3. Concerned file